

Retention and Classification Report

Agency: Department of Transportation (1177)

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Records Officer Christine Newman

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AGENCY: Department of Transportation

SERIES: 961

3

TITLE: Commission minutes

DATES: 1909-

ARRANGEMENT: Chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 5 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Transportation

SERIES: 961

TITLE: Commission minutes

(continued)

APPRAISAL:

Historical

Minutes document deliberations and decisions, preserving agency history. Minutes are useful to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 23136

3

TITLE: Consultant project files

DATES: 1990-

ARRANGEMENT: Numerical by contract number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the tracking and administration of contracts with consultants who perform professional services for the Utah Department of Transportation. Information includes approvals, proposals, evaluations, negotiation summaries, engineering services, audit reports, invoices and warrant requests, progress reports, and correspondence.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

AUTHORIZED: 08/21/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after contract closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no pending action and all audits are complete.

AGENCY: Department of Transportation

SERIES: 23136

TITLE: Consultant project files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-301 (2008)

AGENCY: Department of Transportation

SERIES: 17945

3

TITLE: Correspondence, Administrative Associations

DATES: 1957-1969

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Department of Transportation

SERIES: 19162

3

TITLE: Delinquent revocation records

DATES: 1981-82

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: Department of Transportation

SERIES: 18865

3

TITLE: Diaries and desk file correspondence

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation

SERIES: 9919

3

TITLE: Equipment rental rates reports

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are prepared by the Department of Transportation in cooperation with the Associated General Contractors of Utah and have been approved by the Federal Highway Administration. The reports are to be used in arriving at rental rates to be paid to contractors for equipment used on force account extra work on highway contracts. The reports contain information pertaining to type of equipment, rental rates, description, manufacturer's rated capacity and distributors.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal

Disposition based on value of records in documenting the activities and rental agreements of the agency.

AGENCY: Department of Transportation

SERIES: 9919

TITLE: Equipment rental rates reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 887

3

TITLE: Highway maps

DATES: 1910-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The maps contain information pertaining to the types and locations of highways, cities and towns, points of interest, historical sites, state and national parks, and lakes and rivers.

RETENTION:

Retain Permanent. Archive custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/25/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Aperture cards: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation

SERIES: 887

TITLE: Highway maps

(continued)

APPRAISAL:

Historical

These maps document the development of the highway system in Utah. These records have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 23837

3

TITLE: I-15 Project files

DATES: 1995-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

The I-15 Project involved the widening and general improvement of the Salt Lake Valley's Interstate freeway system. These files contain project correspondence dealing with the scope, schedule and budget of the project. Miscellaneous documents in these files include information on right of way, utility, construction and design issues, change orders, invoices, schedules and audit reports.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 2 years and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation

SERIES: 23837

TITLE: I-15 Project files

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

The computer data files are scanned images of the hardcopies. They are used in office only and duplicate the information found in the hardcopy files.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 21863

3

TITLE: Interstate highway reports

DATES: 1956-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series includes reports about the interstate highway system in the state. The reports contain information pertaining to design, location studies, travel, development plans, contract reports, cost estimate and drawings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/27/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Records in this series document agency history, functions, and decisions. Publications have ongoing research value.

AGENCY: Department of Transportation

SERIES: 21863

TITLE: Interstate highway reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 21862

3

TITLE: Publications

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Department of Transportation. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/07/2003

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

AGENCY: Department of Transportation

SERIES: 21862

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 18866

3

TITLE: Test results correspondence

DATES:

ARRANGEMENT: 1964-

ANNUAL ACCUMULATION:

DESCRIPTION:

This is correspondence generated by agency test section results.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 10040

3

TITLE: Traffic accidents publications

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports contain information pertaining to fatal accidents, pedestrian accidents, cost reports, summary reports and accident rates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/07/2003

FORMAT MANAGEMENT:

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Records in this series document highway safety. These documents have ongoing research value.

AGENCY: Department of Transportation

SERIES: 10040

TITLE: Traffic accidents publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 917

3

TITLE: Traffic on Utah Highways reports

DATES: 1940-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports contain various traffic statistics that are intended for use by transportation management, business and the public. The traffic information is used in planning, programming, highway design, maintenance, traffic control and general administration of highway systems. The traffic information in the reports includes Annual Average Daily Traffic, Annual Average Weekday Traffic, Annual Average Weekend Traffic and commercial truck statistics on road sections of the State Highways, Federal-Aid Urban Local Highways and Federal-Aid Secondary Local Highways. These reports are produced in cooperation with the U.S. Department of Transportation and the Federal Highway Administration.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/27/2010

FORMAT MANAGEMENT:

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Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation

SERIES: 917

TITLE: Traffic on Utah Highways reports

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation

SERIES: 20865

3

TITLE: Utah Road Systems reports

DATES: 1948-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports were compiled to provide a reference source of the major road systems in the state. These reports contain information pertaining to highways and maps showing highway locations, federal-aid systems, collector road systems, and the forest highway system.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/27/2010

FORMAT MANAGEMENT:

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Records in this series document the Utah highway system. These documents have research value.

AGENCY: Department of Transportation

SERIES: 20865

TITLE: Utah Road Systems reports

(continued)

PRIMARY CLASSIFICATION:

Public